

OFFICE OF THE DIRECTOR

Approved For Release 2005/07/12 : CIA-RDP82-00357R000300070000-0

Date: 13 Mar 78

TO: The Director

PERS 78-1357

FROM: [REDACTED]

SUBJECT: Response to Secretarial/Clerical Meeting

REMARKS:

After your meeting with a secretarial/clerical group last October, I sent questions to DDA.

The partial response is attached.

You saw this weekend the day care center response; herewith are comments on other items:

--secretarial/clerical career service. The Director of Personnel has sent you a plan for a formal Career Service which accomodates this item.

--vacancy notices. Personnel believes the current system works well. Any attempt to increase notices distribution would be too expensive, and notices currently apply mainly to lower positions only and affect less than 25% of employees. He notes that more Executive support would increase the value of the system.

--training. Personnel believes current system good and senior secretaries should have burden for training newcomers. Suggests item in your Notes re encouraging enrollment of secretaries/clerical in training courses.

--operational support assistants. System works well and adequate.

--contract wives. Given every consideration within law, but can not maintain Headquarters

ACTION

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(over)

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grade if go overseas, or resume it when come back.
Leave Without Pay policy permits continuation of
retirement coverage, insurance, etc.

Responses to remaining outstanding items will be
forwarded later.

Suggest release of these responses to the new
Secretarial Mag to permit them to consider any
appropriate response as well as to see that the
original queries were answered.

done
mm

Yes ☒
No ☐

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
Executive Registry 78-360/2			
TO	NAME AND ADDRESS	DATE	INITIALS
1		4/21	DT
2	ODDCI		
3	EO/DDA	4/24	Z
4	DDA	21 APR 1978	S
5	DD/OP		
6	D/IR		J
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: 144 - You may want to review DDC comments in case you haven't seen them 4 - [] Information Systems Analysis Staff, said her office plans to revise the correspondence style guide -			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[] DES			4/16/78
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